Using PBWorks as a Collaborative Authoring Tool
Instructor's User Guide

CETL
CENTRE FOR ENHANCED TEACHING & LEARNING

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This document complements 2 other components available through the Instructional Technology Lab at UNB. They include: (1) a simple online example of PBWorks in use, and (2) a simple Try-it activity using PBWorks.

1 INTRODUCING PBWORKS

PBWorks is a web service that provides a simple-to-use collaborative authoring tool (many people contribute information to the same web pages). It is made up of two parts: (1) a wiki, and (2) a file storage system. While PBWorks promotes its use as a full Learning Management System, it doesn't provide much of the functionality that Desire2Learn provides. However, it does provide a wiki tool that is easy to use, and is well suited as a way to let students share resources with each other online. Our version of Desire2Learn at UNB does not support the use of wikis, and PBWorks fills this gap. You can easily link to a PBWorks workspace through Desire2Learn or any regular web site, for seamless integration into your course web presence.

If you are exploring tools for building wikis and PBWorks doesn't support your needs, consider looking to the wiki functionality in the MyUNB Portal tools.

If you are already a PBWorks user and are looking for a quick reference for how to do something specific, jump to the Quick Tips section at the end of this document.

This document refers extensively to the example provided through the Instructional Technologies Lab (ITL) maintained by CETL at UNB. It is available for view in the lab, located in room 249 in the west wing of Marshall d'Avray Hall, or available online at:

- http://myunbcoursework.pbworks.com

  username: **ITLstudent**
  password: **squid7melon**

2 ACCESS TO PBWORKS

PBWorks is available online for educational purposes at:

- http://pbworks.com/education

You have two options for use which are both described via the ***Get Started*** link at that site. The 'Basic' option is free, and provides much of the functionality required for most courses. With this option, you can set up a wiki and allow up to 100 users view, post, and edit the wiki. These users can also upload and download up to 2 GBytes of files stored on the PBWorks server. However, this option limits control over the look-and-feel of your wiki (but not ease-of-use), and does not allow you to put users into groups, or set individual user access limits. Some of these functions may be important if you want to set your students up in teams, and want team members to be able to share resources with each other, but no one else. If this is the case, you may opt for the 'Classroom' option, which costs $100/year, and allows for better customization.

Some useful things to note about PBWorks:

- **You choose whether or NOT your wiki can be seen publically**. If it is available publically, anyone surfing the internet can view your wiki pages and add comments (but not posts or edits). If it is not, only those users you invite or permit can view the wiki.

- **PBWorks does NOT require email addresses for invited users**. While you *can* create users by providing PBWorks with user email addresses, you do not have to. Alternatively, you can simply create usernames and passwords and deliver them directly to a user, inviting them to join your PBWorks community. PBWorks has a user creation tool specifically designed for this alternative.

- **PBWorks does need an email address from the Instructor acting as the workspace administrator.** If you are skeptical about providing PBWorks with your UNB email address, consider creating a Gmail account specifically for this purpose (for instance, username.unb@gmail.com)

- **PBWorks functions best in Google Chrome.** While you can use PBWorks in Firefox, Safari, and Windows Explorer (and others), PBWorks exploits some Chrome functionality making it easiest to do things within that browser.

3 STEP-BY-STEP EXAMPLE

This section describes step-by-step, how to create the 'Example of PBWorks in Use' demonstration set up in the ITL, and available online at:

- http://myunbcoursework.pbworks.com

  username: **ITLstudent**
  password: **squid7melon**

Before you proceed through the steps required to set up the PBWorks workspace, you should browse the workspace to become familiar with its purpose. In particular, note the 1) wiki main page and 2) the pages which it links to, 3) the content sidebar displaying announcements, and 4) the folder structure containing the pages & files:

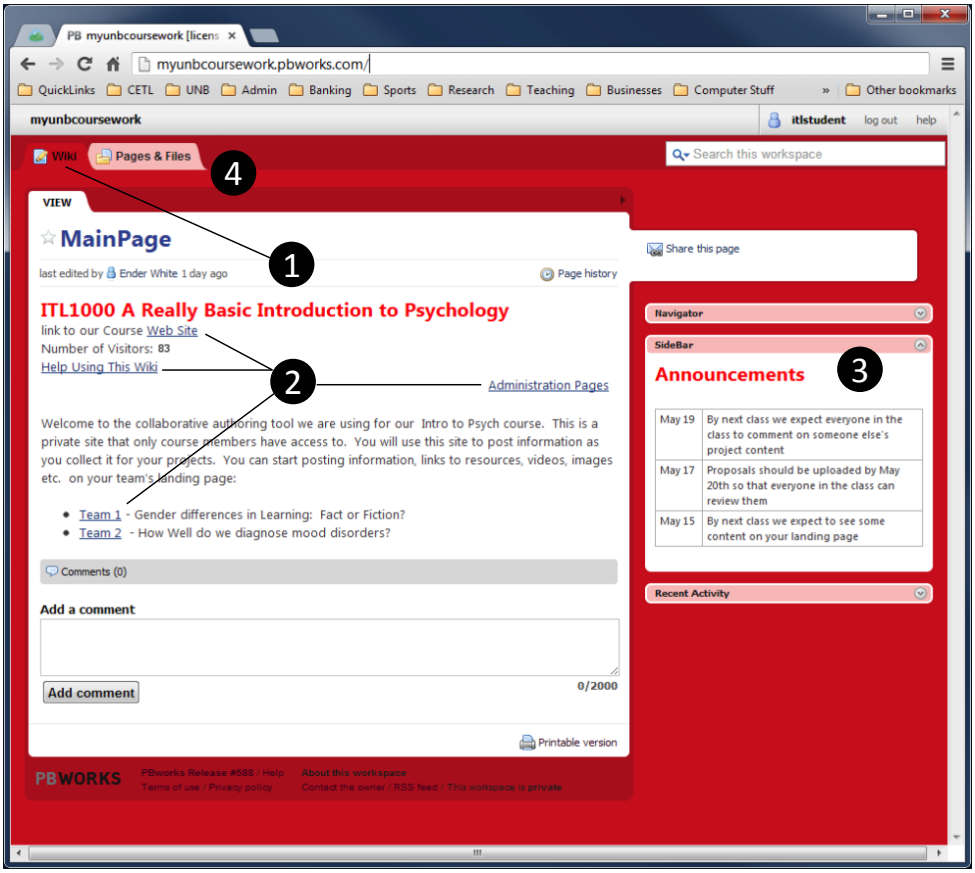
myunbcoursework.pbworks.com/
myunbcoursework
itlstudent log out help
Wiki
Pages & Files
4
Search this workspace
VIEW
MainPage
1
last edited by Ender White 1 day ago
Page history
Share this page
ITL1000 A Really Basic Introduction to Psychology
link to our Course Web Site
Number of Visitors: 83
Help Using This Wiki
2
Administration Pages
Welcome to the collaborative authoring tool we are using for our Intro to Psych course. This is a private site that only course members have access to. You will use this site to post information as you collect it for your projects. You can start posting information, links to resources, videos, images etc. on your team's landing page:
Team 1 - Gender differences in Learning: Fact or Fiction?
Team 2 - How Well do we diagnose mood disorders?
Comments (0)
Add a comment
Add comment
0/2000
Printable version
Navigator
SideBar
Announcements
3
May 19 By next class we expect everyone in the class to comment on someone else's project content
May 17 Proposals should be uploaded by May 20th so that everyone in the class can review them
May 15 By next class we expect to see some content on your landing page
Recent Activity
PBWORKS

FIGURE 1: EXAMPLE OF A PBWORKS WORKSPACE USED TO SHARE ONLINE RESOURCES AMONG STUDENTS IN A COURSE (❶WIKI MAIN PAGE ❷ LINKS TO OTHER PAGES (INCLUDING THOSE MAINTAINED BY STUDENTS)❸ CONTENT SIDEBAR USED IN THIS EXAMPLE TO POST ANNOUNCEMENTS ❹ TAB FOR ACCESSING THE FOLDER STRUCTURE USED USE TO STORE PAGES AND OTHER RESOURCES INSTRUCTOR AND STUDENTS POST)

3.1 Setting up a 'Basic' PBWorks Workspace for Coursework

The example depicted in Figure 1 was created using the free 'Basic' option offered by PBWorks. The following steps outline what to do to create the example workspace. They follow the video instructions set up in the Instructional Technologies Lab (ITL) at UNB, and available online at http://www.unbtls.ca/itl/resources.html

3.1-a STEP 1: Setting up a Basic PBWorks Account (optional)

Using the practice user account

If you are not yet sure you want to set up an account, but would like to work through these steps, a practice user account has been set up in the ITL. You can access it online at:

- ITLtraining@pbworks.com

  username: **cetl@unb.ca**
  password: **itlab**

You can log in directly from the link provided and follow the rest of our example, skipping the rest of this step. **However, because others may have logged into this workspace and adjusted the settings before you, what you start with may not look exactly like the defaults described in the steps**.

Creating your own user account

If you are already sure that you want to create your own PBWorks user account you can do so through the PBWorks Education link:

- http://pbworks.com/education

Navigate to the ***Get Started*** tab. You will then ***Select*** a plan. If you choose the 'Basic' option, you can easily upgrade to the 'Classroom' option later. Our example uses the 'Basic' option. You will be required to provide PBWorks with the following:

1. **Your workspace address** – this is the URL (or web page address) that users will use to find the workspace (in our example it is myunbcoursework.pbworks.com). It is important that you choose this carefully, since you cannot change it once you assign it. Some things to consider:
   - If you plan to user your workspace for a single course, using that course number as part of your address name makes it easy for students to find (for example CE5933.pbworks.com).
   - If you think you might use your workspace for many courses, choose a more generic name, but one that still reflects your usage (for example, xxcoursework.pbworks.com – replacing xx with your initials)
2. **Your account information** – this includes the email address you use as your username, and a password you use to log into your workspace. All PBWorks notifications will be sent to this email address, so choose one you are willing to correspond with.
3. **Your agreement to non-commercial use** of the workspace.

What you see the first time you log in

Once you have set up your account and logged in for the first time, you are directed to a default front page as depicted in Figure 2. Note that because you have logged in as the administrator of the workspace, you have

access to tabs that a regular user (like your students) won't have. These include the 1) ***Users*** tab, used to add users to the workspace, and the 2) ***Settings*** tab, used to customize the workspace.

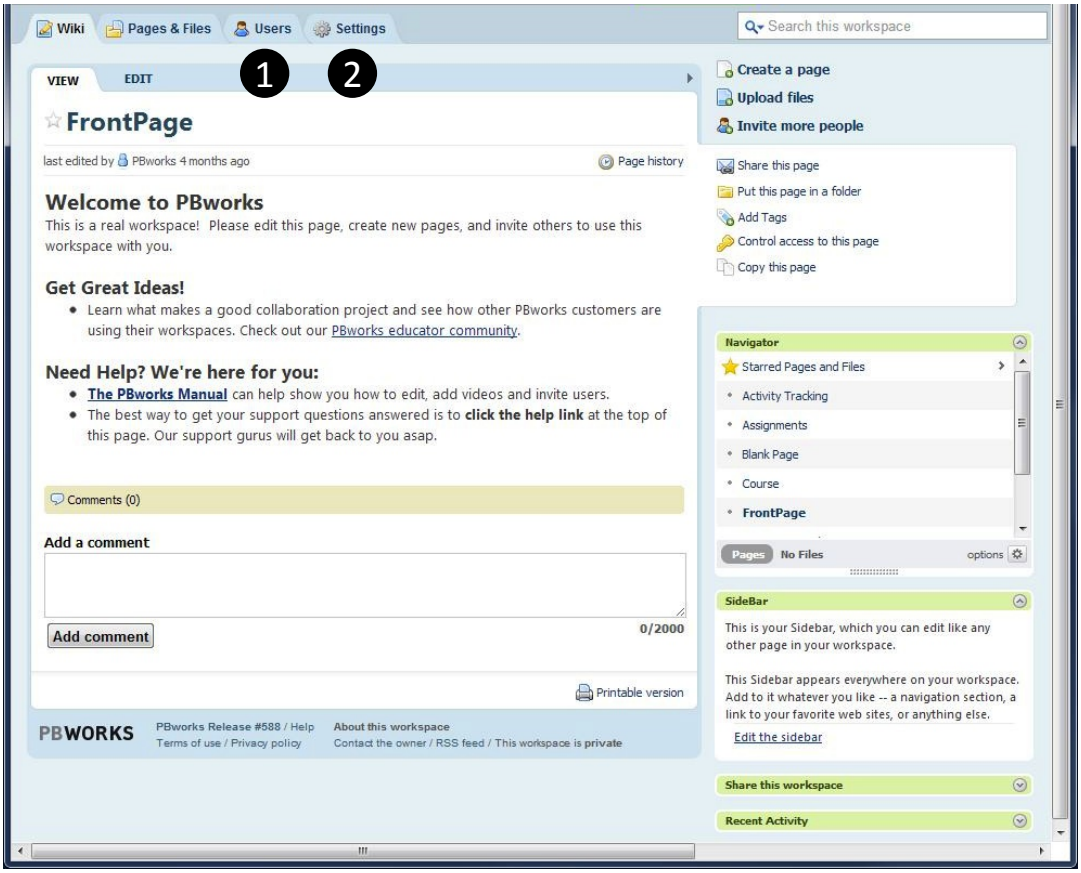
Wiki
Pages & Files
Users
Settings
Search this workspace
1
2
VIEW
EDIT
FrontPage
Create a page
Upload files
Invite more people
last edited by PBworks 4 months ago
Page history
Share this page
Put this page in a folder
Add Tags
Control access to this page
Copy this page
Welcome to PBworks
This is a real workspace! Please edit this page, create new pages, and invite others to use this workspace with you.
Get Great Ideas!
Learn what makes a good collaboration project and see how other PBworks customers are using their workspaces. Check out our PBworks educator community.
Need Help? We're here for you:
The PBworks Manual can help show you how to edit, add videos and invite users.
The best way to get your support questions answered is to click the help link at the top of this page. Our support gurus will get back to you asap.
Navigator
Starred Pages and Files
Activity Tracking
Assignments
Blank Page
Course
FrontPage
Pages
No Files
options
Comments (0)
Add a comment
Add comment
0/2000
SideBar
This is your Sidebar, which you can edit like any other page in your workspace.
This Sidebar appears everywhere on your workspace. Add to it whatever you like -- a navigation section, a link to your favorite web sites, or anything else.
Edit the sidebar
Printable version
PBWORKS
PBworks Release #588 / Help
Terms of use / Privacy policy
About this workspace
Contact the owner / RSS feed / This workspace is private
Share this workspace
Recent Activity

FIGURE 2: DEFAULT MAIN PAGE CREATED AUTOMATICALLY WHEN YOU FIRST LOG IN TO YOUR PBWORKS ACCOUNT (❶ USERS TAB, USED TO ADD USERS TO THE SITE, ❷ SETTINGS TAB, USED TO CUSTOMIZE THE WORKSPACE)

3.1-b STEP 2: Setting Basic Look-and-feel

As a 'Basic' option administrator, there is not much you can adjust in the look-and-feel, but you can at least change the coloring so that it matches somewhat with UNB colors (or something else, if you prefer). To do this, navigate to the ***Settings*** tab, choose Colors in the left sidebar menu and select the ***Red*** option. Then Save the color scheme. The background immediately changes colors from blue, to red. This is the only look-and-feel option you can change from the settings as a 'Basic' user. Return to the wiki by navigating to the ***Wiki*** tab. Note the background color change.

3.1-c STEP 3: Setting Basic Access Control

As a 'Basic' option administrator, there is not much you can adjust in the access control, but you can at least control whether or not your workspace is viewed by anyone, or just people you invite. To limit access to instructors and students in the course, navigate to the ***Settings*** tab, choose Workspace Security in the left sidebar menu and select ***Only people I invite or approve*** in the list of options presented. STEP 4 explains how to invite users.

Under Workspace Security, you are able to choose three other access control settings as a 'Basic' administrator:

- If you ***Let people request access to view or edit the workspace***, your students can browse to your workspace log-in page and request access. You will be alerted through email, and notified within the workspace when someone requests access. From within the ***Users*** tab, you can 'approve' or 'deny' access with one click. If you approve access PBWorks automatically sends and email to the user so there is nothing else you have to do.

  If your workspace name does not correspond to your course name in an obvious way, you may have to provide your students with the link to the log-in page if you want to use this feature. The log-in page is the URL you assigned to your workspace:

  - workspacename.pbworks.com (for instance, myunbcoursework.pbworks.com)

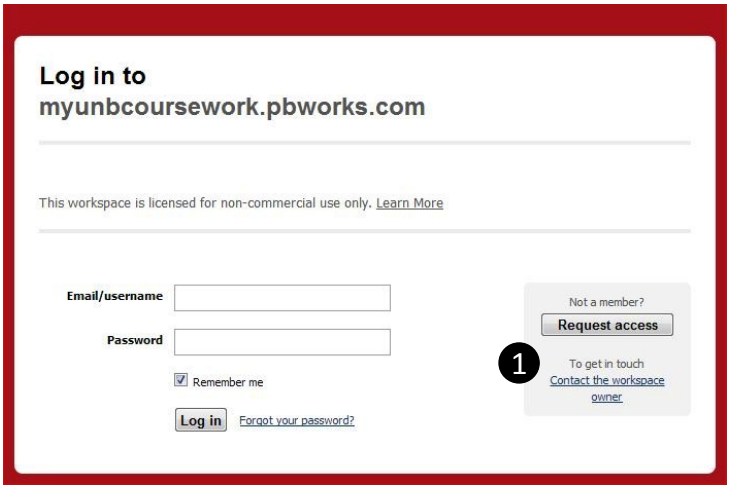

FIGURE 3: WORKSPACE LONG-IN SCREEN (❶ OPTION FOR STUDENTS TO REQUEST ACCESS)

Note – if you use this option, you are providing PBWorks with access to your students' email addresses (their email will become their username). In our example, we have not given users the option of requesting access. If you choose not to use this feature, you can simply create user accounts and send your students their usernames and passwords as delineated in STEP 4.

- If you ***Let users see the Users tab***, they will have access to a list of users and their usernames and access rights. They cannot change any settings. In our example, we have not given users access to this feature.
- If you ***Disable commenting for readers***, the comments feature will not be available to viewers for which you have assigned 'Reader' access only, as described in STEP 4. In our example, we have disabled commenting for readers.

Return to the wiki by navigating to the ***Wiki*** tab. Nothing has changed, since the settings selected in the example don't affect any Administrator access rights.

3.1-d STEP 4: Inviting Students to be Users

If you choose to let people request access to view or edit your workspace (in STEP 3), then all you have to do to add users is provide the workspace link to your students and ask them to request access. Once they do, you will be notified (by email) and within the ***Users*** tab. To grant access, you simply select Approve. PBWorks will automatically send approved users an email with their workspace password.

If you choose not to let people request access to view or edit your workspace, you must create a user account (display name, user name, password, access rights) for each student and then provide them with their account information. Fortunately, PBWorks provides an automated tool which makes this easy to do.

In our example, we created user accounts for our students from within the ***Users*** tab. First we selected ***Add more users***. Since we did not want to share our students email addresses with PBWorks, we ignored the ***Users to add field*** and instead selected create accounts for your students. This leads to a 4 stage user account creation process:

1. Choose how many accounts you want to create, and what permission level they should be granted. Permissions are granted by assigning 'Roles'. There are 3 'roles' to choose from:

   - **Reader**: can read pages but not add information to them, or add/delete them
   - **Writer**: can read and add information to pages but cannot add/delete them
   - **Editor**: can read and add information to pages and add/delete them

   In our example, we added 8 users, all with **Editor** permissions:

Wiki
Pages & Files
Users
Settings
Search this workspace
BASIC SETTINGS
About This Space
Colors
Logo
Export
ACCESS CONTROLS
Workspace Security
Notifications & RSS
Classroom Accounts
ADVANCED SETTINGS
Developer Interface
Delete...
License
Step 1 of 4: Create Classroom Accounts
If your students don't have email addresses, use classroom accounts to give them access to your workspace.
How many students need accounts?
8
What permission level should they be assigned?
Editor
Note: You will need a printer to print out your classroom accounts.
This tool allows you to automatically generate usernames and passwords for users who don't have email addresses.
You will need to print out a list of the accounts so you can give them to your users.
Continue

FIGURE 4: ADDING USERS – STAGE 1

2. Assign student names – ***Name*** is what is displayed on the wiki when they contribute. ***Username*** is what they use to log in. In our example, we specified names, and PBWorks automatically suggested the usernames accordingly. PBWorks also automatically generated the passwords. Some things to consider:

   - While you can change the passwords, we recommend that you don't. It turns out that the PBWorks auto-generate routine is a good one. Combining an animal type with a number and fruit yields a strong password, that is also easy to remember.

   - You may want to change the usernames, but if you do, try to use a standard convention. One alternative is to use first names. When more than one student has the same first name, you can add the last name initial. If you put your students into teams (with the 'Classroom' option), it is useful to add the team number to the username. This distinguished between students with the same name in the class, but more importantly, makes it really easy for you to see what team each user is in.

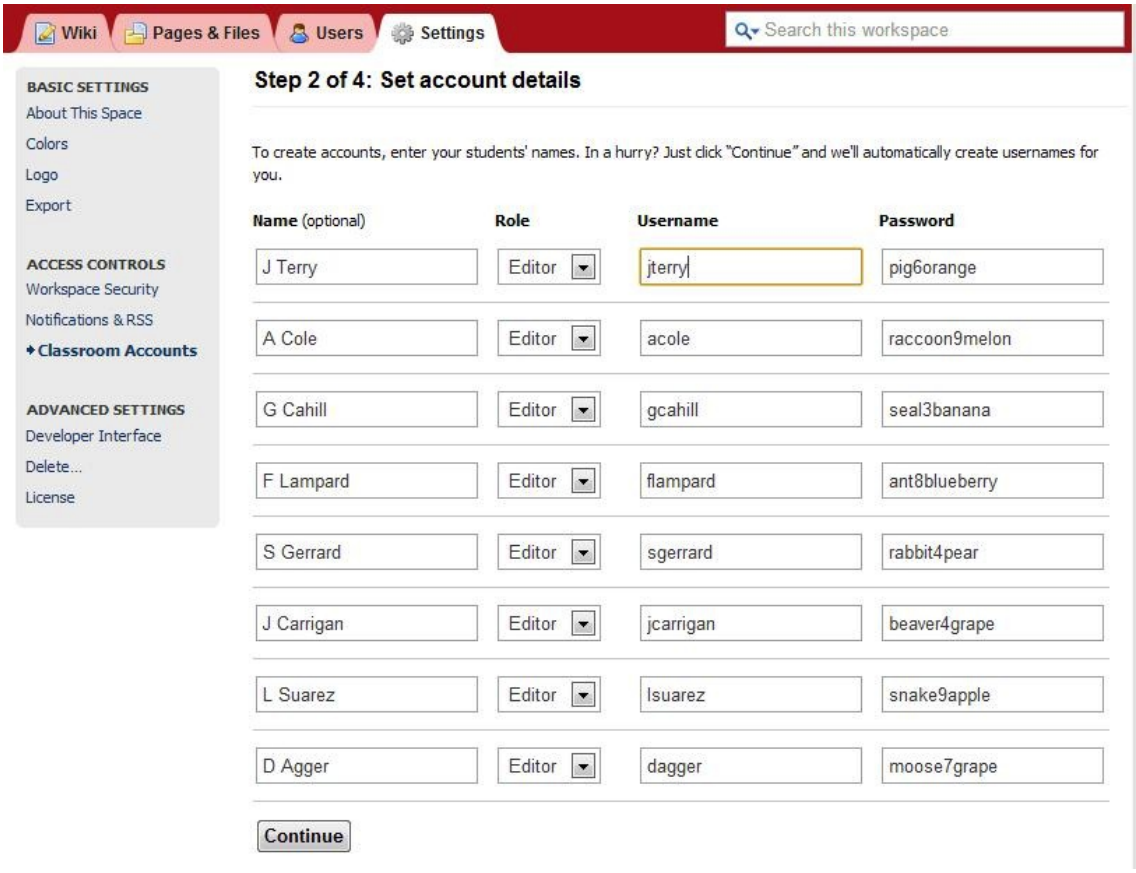

FIGURE 5: ADDING USERS – STAGE 2

3. Confirm Account Details – PBWorks lists each student's account information. You should check it carefully because you cannot edit accounts once they are created. If you see an error at this stage, select Edit accounts, and this will return to stage 2 (with contents listed to be edited). There is no need to write down the information as PBWorks will offer you a convenient way to print and/or save the information in stage 4.

4. Print Account List – when you select ***Print account list***, PBWorks uses the print feature in your browser to print or save 1) a list of account information and 2) a message individually prepared for each user, containing their account information. Keep the list for your records, and separate the messages to deliver them individually to your students. Some things to consider:

   - While all browsers have a print feature, Google Chrome's is more extensive than most. When you request to print in Chrome, it allows you to specify whether or not you would rather save as a PDF. If you have this option, you should take it, as you can always print the PDF later, and it ensures that you have an electronic copy of the information.

   Once you print (or save, cancel) the list, PBWorks directs you to the web page with the contents you just printed. Migrate back to the ***Users*** tab, and you will see the users added.

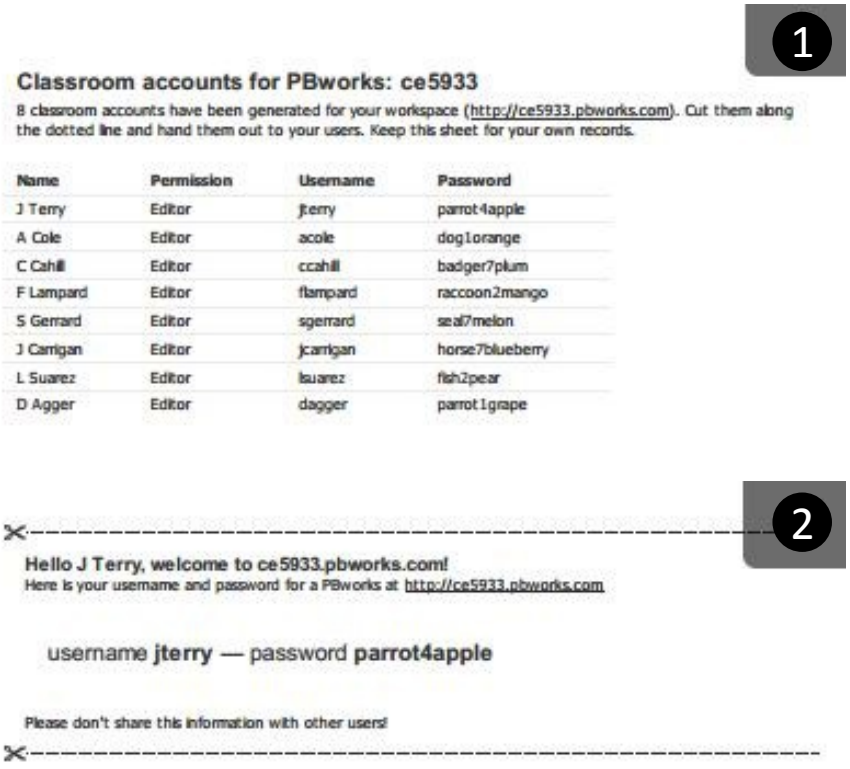
1
Classroom accounts for PBworks: ce5933
8 classroom accounts have been generated for your workspace (http://ce5933.pbworks.com). Cut them along the dotted line and hand them out to your users. Keep this sheet for your own records.
Name Permission Username Password
J Terry Editor jterry parrot4apple
A Cole Editor acole dog1orange
C Cahill Editor ccahill badger7plum
F Lampard Editor flampard raccoon2mango
S Gerrard Editor sgerrard seal7melon
J Carrigan Editor jcarrigan horse7blueberry
L Suarez Editor lsuarez fish2pear
D Agger Editor dagger parrot1grape
2
Hello J Terry, welcome to ce5933.pbworks.com!
Here is your username and password for a PBworks at http://ce5933.pbworks.com
username jterry — password parrot4apple
Please don't share this information with other users!

FIGURE 6: ADDING USERS - STAGE 4 (❶ LIST OF USER ACCOUNTS FOR YOUR RECORDS, ❷INDIVIDUALIZED MESSAGE TO BE GIVEN TO EACH STUDENT)

3.1-e STEP 5: Organizing Folders, Pages and other Resources

PBWorks stores the pages you create in your wiki and all the files you upload in a folder repository which you can access through the ***Pages and Files*** tab.

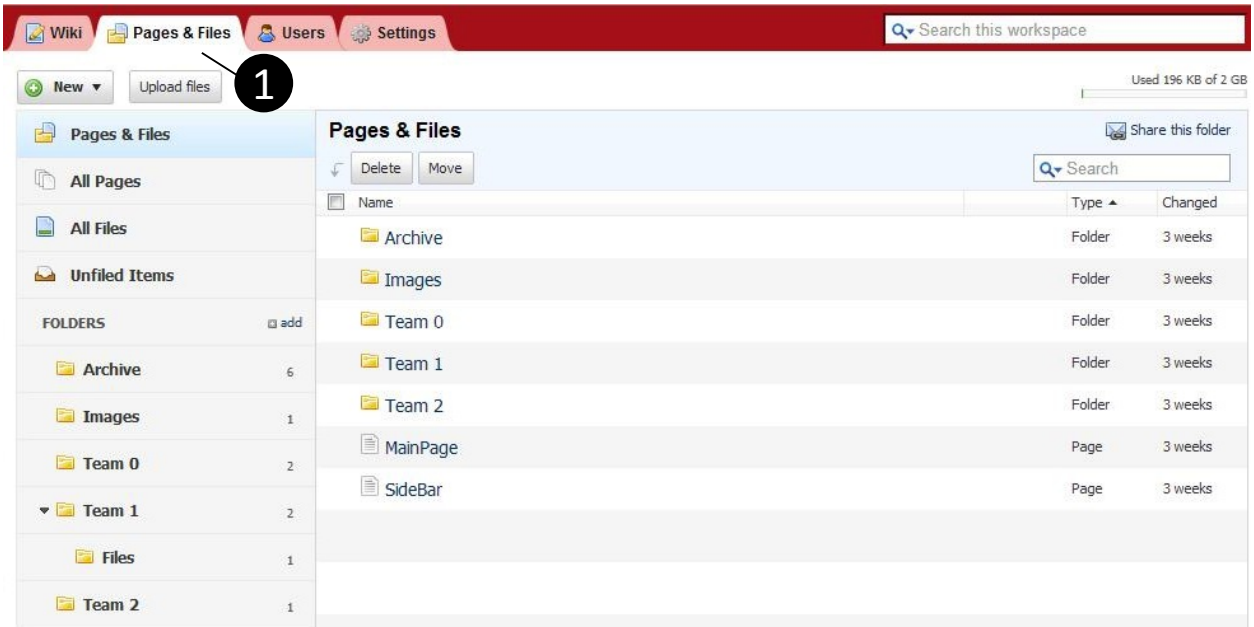

FIGURE 7: PBWORKS FOLDER REPOSITORY (❶ PAGES AND FOLDERS TAB)

When you first navigate to this tab, you will see a list of pages which are available by default from PBWorks. Since we are not using PBWorks as a complete learning management system in our example, we will likely not use these pages. Nevertheless, just in case, we created an 'Archive' folder and moved most of the default pages into that folder. To create the folder, either use the ***New*** function at the top of the left sidebar, or the ***add*** function about midway down the left sidebar. To move pages or files into the folder, select the items you want to move by checking the box which appears when you hover over the item. Then select the ***Move*** function at the top of the main list.

In our example, we moved everything but the 'MainPage' and 'SideBar' into the Archive. Then we created Team folders. Assuming we have two teams of 4 students, we created folders for 'Team 1' and 'Team 2' to store their wiki pages and uploaded files. We also created a 'Team 0' folder, which could be used for instructors to store their contents. We can see a list of all wiki pages by selecting All Pages in the left sidebar, and we can see a list of all uploaded files by selecting All Files in the left sidebar.

3.1-f STEP 6: Editing the Main Page

PBWorks provides you with a 'landing' wiki page, which you can use to add information and provide links to the rest of your wiki. Navigate to the ***Wiki*** tab to access this page. Only users who have **Writer** or **Editor** permissions will be able to edit this page. If you have permission to edit, you will not only have access to 1) the ***View*** sub-tab displaying the wiki, but you will also have access to 2) the ***Edit*** sub-tab, which you can use to edit the page.

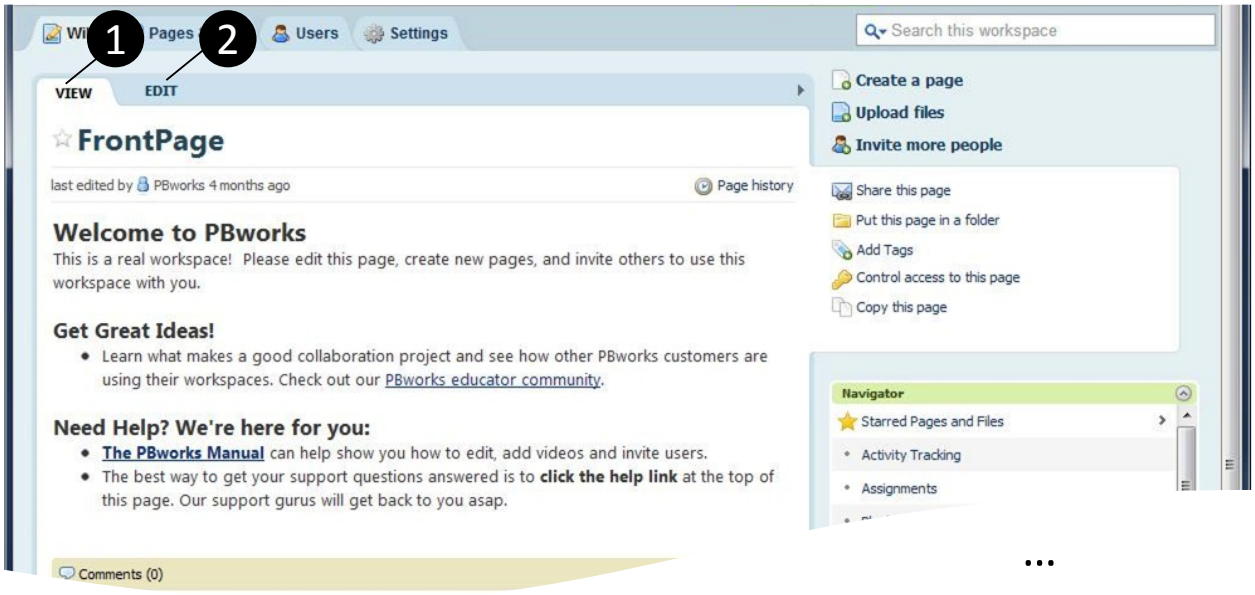
1
2
Pages
Users
Settings
Search this workspace
VIEW
EDIT
Create a page
Upload files
Invite more people
FrontPage
last edited by PBworks 4 months ago
Page history
Share this page
Put this page in a folder
Add Tags
Control access to this page
Copy this page
Welcome to PBworks
This is a real workspace! Please edit this page, create new pages, and invite others to use this workspace with you.
Get Great Ideas!
Learn what makes a good collaboration project and see how other PBworks customers are using their workspaces. Check out our PBworks educator community.
Need Help? We're here for you:
The PBworks Manual can help show you how to edit, add videos and invite users.
The best way to get your support questions answered is to click the help link at the top of this page. Our support gurus will get back to you asap.
Navigator
Starred Pages and Files
Activity Tracking
Assignments
Comments (0)

FIGURE 8: EDITING THE WIKI 'LANDING' PAGE (❶ THE VIEW TAB; ❷ THE EDIT TAB)

Navigate to the ***Edit*** sub-tab to edit the page. First, change 'FrontPage' to 'MainPage' by selecting the textbox beside the title (see Figure 9). This not only changes the text which displays, but also changes the name of the page. You should do this before you do anything else, so that links to this page don't get lost when the name changes.

Just underneath the landing page name, the contents of the page are displayed in a 'wiki editor'. The editor is similar to MSWord and is straightforward to navigate. Since you are creating a web document to be displayed in

a web browser which inherently has weak interpretation for formatting, try not to over-format. Here are some basic things to try:

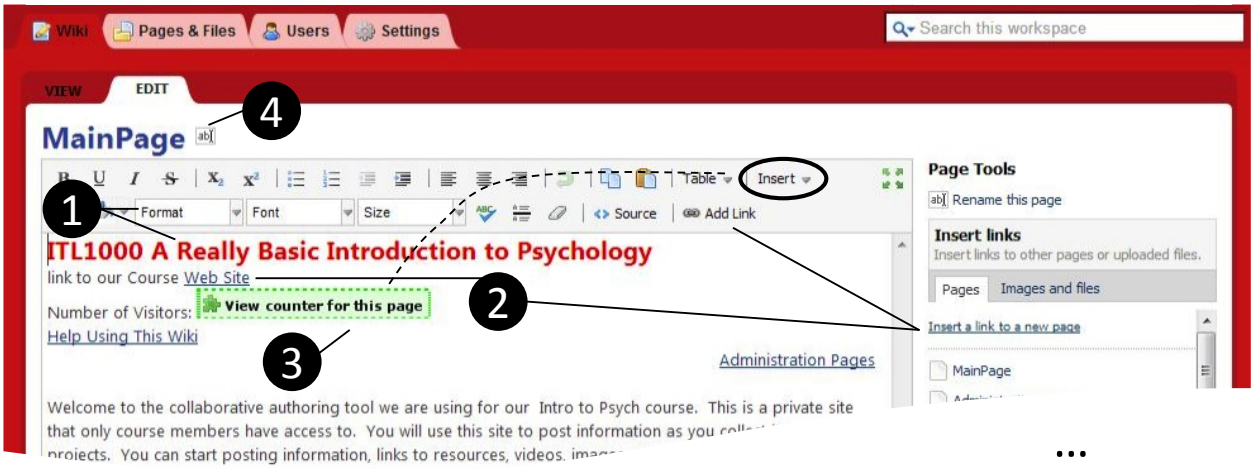

FIGURE 9: EASY WIKI PAGE EDITING (❶ ADDING A HEADING; ❷ ADDING A LINK TO A WEB SITE; ❸ ADDING A VISTOR COUNTER; ❹ CHANGING THE PAGE NAME

1. Add a Heading: Navigate to the ***Edit*** sub-tab and in the editor at the top of the contents, enter the title of your course (for example: ITL1000 A Really Basic Introduction to Psychology). Then highlight the text and change its size and color by choosing **Heading 1** in the ***Format*** tool. You can change the color again using the ***Text Color*** tool. Now, save your results by selecting the ***Save*** function at the bottom of the editor. This saves the change and brings you back to the ***View*** sub-tab.

2. Adding Links to other Websites: Navigate to the ***Edit*** sub-tab and in the editor, just under the course title, add the text "link to our course Web Site". Using the ***Format*** tool, make sure the text is formatted as **Normal**. Highlight "Web Site" and select Insert a link to a new page in the ***Insert Links*** bar in the right sidebar (or use the ***Add Link*** tool). Enter the URL of the web site to which you want to link (for example: http://unbtls.ca/teachingtips). Now, save your results by selecting the ***Save*** function at the bottom of the editor.

3. Adding a Visitor Counter: Navigate to the ***Edit*** sub-tab and in the editor, just under the link to a web site, add the text "Number of Visitors:" Using the ***Insert*** tool, select **More Plugins>Page Information>#of visitors**. Now, save your results by selecting the ***Save*** function at the bottom of the editor. Note the number-of-visitors widget displays the number when you return to the ***View*** mode.

3.1-g STEP 7: Adding Pages to the Wiki

There are two main ways to add a wiki page to your workspace. You can either 1) add a link, and then add the page to which it links, or 2) add a page, and then add a link to it. While you can also add a page without a link, this option is not recommended since users will not be able to find this page unless you specifically provide them with the page name outside the wiki environment.

1. **Adding a link, and then adding the page to which it links**: The simplest way to add a page is simply to create a link to a new page in an existing page.

   Navigate to the ***Edit*** sub-tab and in the editor, add the text "Administration Pages" somewhere on the landing page. Highlight the text and select Insert a link to a new page in the ***Insert Links*** bar right

sidebar (or use the ***Add Link*** tool). The highlighted text displays in the page name field of an ***Insert Link*** prompt by default. If you want the new page to have that name, simply push return. If you want the new page to have a name different from the text, enter the preferred page name and then push return.

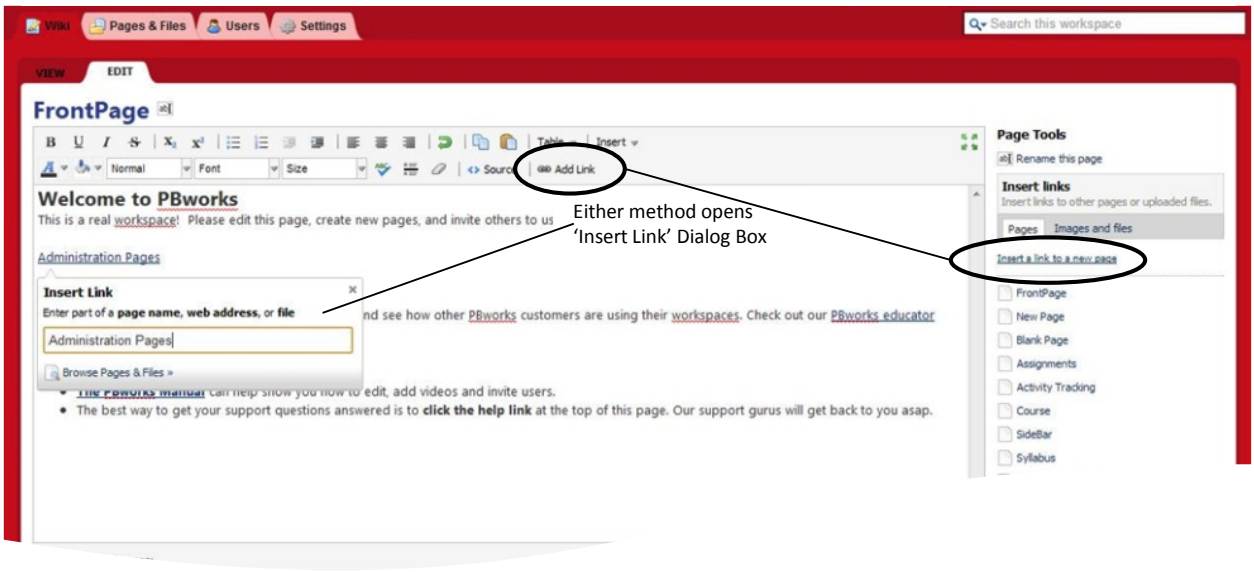

FIGURE 10: INSERTING A LINK TO A PAGE BEFORE THE PAGE IS CREATED

Once you set the page name, you will be prompted to either 1) Open page by selecting the page name, 2) Edit the link, or 3) Remove the link:

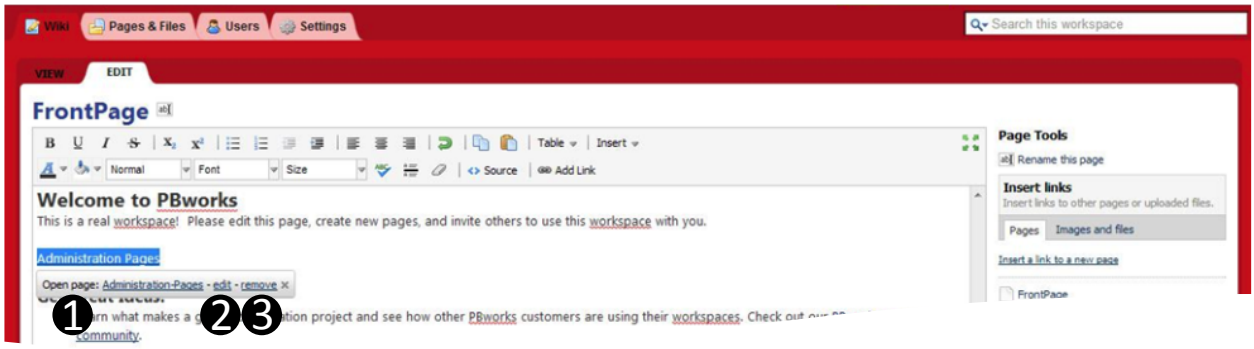

FIGURE 11: OPTIONS PROVIDED WHEN YOU CREATE A NEW LINK (❶ OPENING THE PAGE TO EDIT IT FOR THE FIRST TIME, ❷EDITING THE LINK ❸REMOVING THE LINK)

As long as you want to create the page you have set up for the link, you should simply close the prompt, save the changes, and then while viewing the 'FrontPage', select the link (or choose open page in the prompt). Since the page has not been created yet, PBWorks will navigate to the ***Create New Page*** dialog. Use this dialog to confirm your page name and choose a folder to store it. Since this is an administration page, we store it in the 'Team 0' folder set up for instructors. Select ***Create page*** function to complete the page creation. This automatically takes you to the ***Edit*** sub-tab for the new page. You can add content at this time, or save the blank page. If you choose to cancel, then the page is not created and PBWorks navigates back to the ***Create New Page*** dialog.

2. **Adding a page, and then adding a link to it**: You can also add a page using the ***Create a page*** option in the right sidebar in the ***View*** sub-tab.

FIGURE 12: CREATING A NEW WIKI PAGE

First you need to create the page: Select ***Create a Page*** to navigate to the ***Create New Page*** dialog. Use this dialog to name your page and choose a folder to store it. Since this is an administration page, we store it in the 'Team 0' folder set up for instructors. Select ***Create page*** function to complete the page creation. This automatically takes you to the ***Edit*** sub-tab for the new page created. You can add content at this time, or save the blank page. If you choose to cancel, then the page is not created and PBWorks navigates back to the ***Create New Page*** dialog.

Once you create the new page, you need to add the link: Navigate back to the MainPage by selecting the ***Wiki*** tab. Navigate to the ***Edit*** sub-tab and in the editor select a spot in the landing page where you want to insert a link to the page you just created. Then, select the new page from the pages listed under ***Insert Links*** bar in the right sidebar. PBWorks automatically creates a link for that page with the page name as the linked text.

If you want to link the page to text other than the page name, you must first insert the text. For instance, add the text "Administration Pages" somewhere on the landing page. Highlight the text to add the link to the new page. Then, select the new page from the pages listed under ***Insert Links*** bar in the right sidebar. You will be prompted to either 1) ***Open page*** by selecting the page name, 2) ***Edit*** the link, or 3) ***Remove*** the link (see Figure 11). As long as you want to create the link you should simply close the prompt and save the changes. To edit the new page, simply select the link and use the ***Edit*** sub-tab.

3.1-h STEP 8: Using the History to Track Contributions

PBWorks isn't the ideal tool for tracking contributions, but it does have a few features which are useful for this purpose (see Figure 13):

- ***Last Edited By***: at the top of each page PBWorks automatically displays the name of the most recent contributor, and the approximate time of contribution.
- ***Page History***: PBWorks tracks changes to every page and displays them in one list on a 'history' page (see Figure 14 (1)). If contributors enter a description each time they make a change, this description is listed along with the date and the contributor's name. Users can also compare revisions to get a detailed account of what was added and deleted (see Figure 14 (2)).
- ***Recent Activity Bar***: In the right sidebar, there is a bar which lists recent changes and who made them. The items are listed by Page name and contributor.

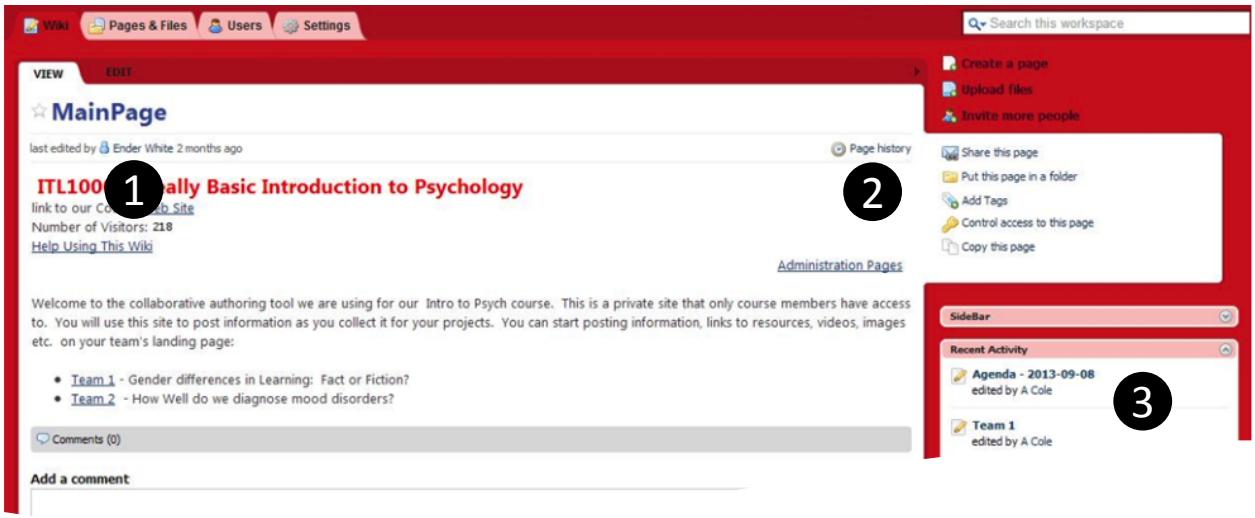
Wiki
Pages & Files
Users
Settings
Search this workspace
VIEW
EDIT
MainPage
last edited by Ender White 2 months ago
Page history
1
ally Basic Introduction to Psychology
link to our C b Site
Number of Visitors: 218
Help Using This Wiki
2
Administration Pages
Welcome to the collaborative authoring tool we are using for our Intro to Psych course. This is a private site that only course members have access to. You will use this site to post information as you collect it for your projects. You can start posting information, links to resources, videos, images etc. on your team's landing page:
Team 1 - Gender differences in Learning: Fact or Fiction?
Team 2 - How Well do we diagnose mood disorders?
Comments (0)
Add a comment
Create a page
Upload files
Invite more people
Share this page
Put this page in a folder
Add Tags
Control access to this page
Copy this page
SideBar
Recent Activity
Agenda - 2013-09-08
edited by A Cole
Team 1
edited by A Cole
3

FIGURE 13: FEATURES AVAILABLE FOR TRACKING CONTRIBUTIONS (❶ LAST EDITED BY, ❷ PAGE HISTORY, ❸ RECENT ACTIVITY)

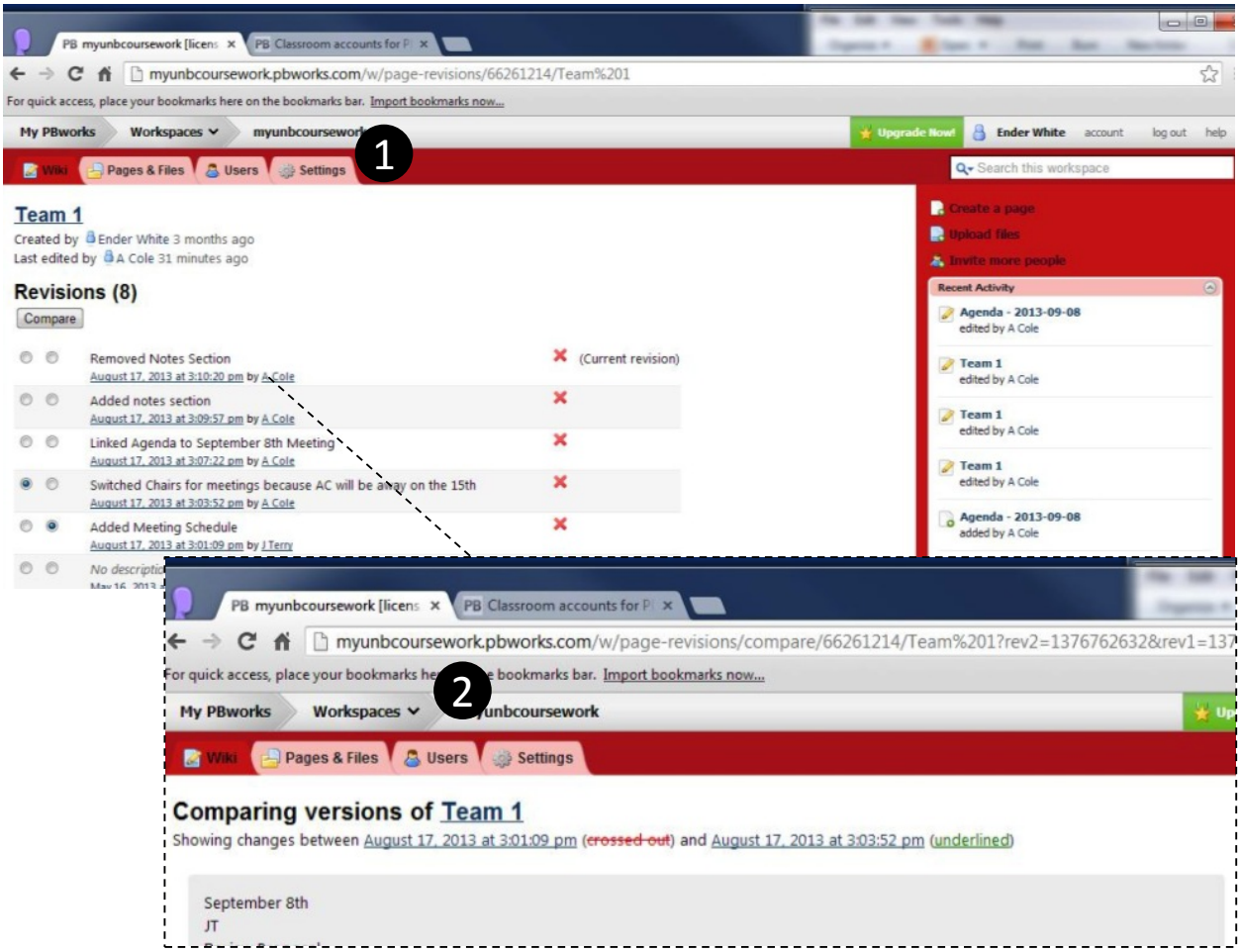
myunbcoursework.pbworks.com/w/page-revisions/66261214/Team%201
My PBworks
Workspaces
Upgrade Now!
Ender White
account
log out
help
1
Team 1
Created by Ender White 3 months ago
Last edited by A Cole 31 minutes ago
Revisions (8)
Compare
Removed Notes Section
August 17, 2013 at 3:10:20 pm by A Cole
(Current revision)
Added notes section
August 17, 2013 at 3:09:57 pm by A Cole
Linked Agenda to September 8th Meeting
August 17, 2013 at 3:07:22 pm by A Cole
Switched Chairs for meetings because AC will be away on the 15th
August 17, 2013 at 3:03:52 pm by A Cole
Added Meeting Schedule
August 17, 2013 at 3:01:09 pm by J Terry
myunbcoursework.pbworks.com/w/page-revisions/compare/66261214/Team%201?rev2=1376762632&rev1=137
Import bookmarks now...
2
Comparing versions of Team 1
Showing changes between August 17, 2013 at 3:01:09 pm (crossed-out) and August 17, 2013 at 3:03:52 pm (underlined)
September 8th
JT

FIGURE 14: HISTORY PAGE (❶ LIST ❷ COMPARISON)

3.1-i STEP 9: Editing the Content Sidebar

The ***Content Sidebar*** is a special wiki page that PBWorks includes by default along with the initial FrontPage (see Figure 1). Since it is simply another wiki page, it can be edited the same way you edit any other page in the workspace (ie using the 'wiki editor'). To open the ***Content Sidebar*** page in the 'wiki editor', choose Edit the sidebar at the bottom of the sidebar.

Once you are in the 'wiki editor', remove the default text and type "Announcements". Using the ***Format*** tool, choose **Heading 1.** Then choose a color using the ***Text Color*** tool. To add a table, use the ***Table*** tool. Once the table is in place, type the contents – for instance, as delineated in the following table:

May 19	By next class we expect everyone in the class to comment on someone else's project content
May 17	Proposals should be uploaded by May 20th so that everyone in the class can review them
May 15	By next class we expect to see some content on your landing page

FIGURE 15: EXAMPLE OF TABLE OF ANNOUNCEMENTS TO DISPLAY IN SIDEBAR

Don't forget to save your changes before you migrate back to view the 'MainPage'. Note that the ***Content Sidebar*** displays regardless of what wiki page is displayed in the ***View***.

3.1-j STEP 10: Uploading and Downloading Resource Files

PB Works allows you to upload and download files as well as create wiki pages. You can share these files with other users by accessing them from the folders in which they are stored, or you can add links to them on the wiki pages you create. You add links to resource files in the same way you add links to other wiki pages as described in a previous section. In our example. Team 1 has uploaded a file called proposal.pdf, and 1) shared it from within their Team 1 folder, in a sub-folder called files, and 2) shared it via a link on their Team 1 wiki page:

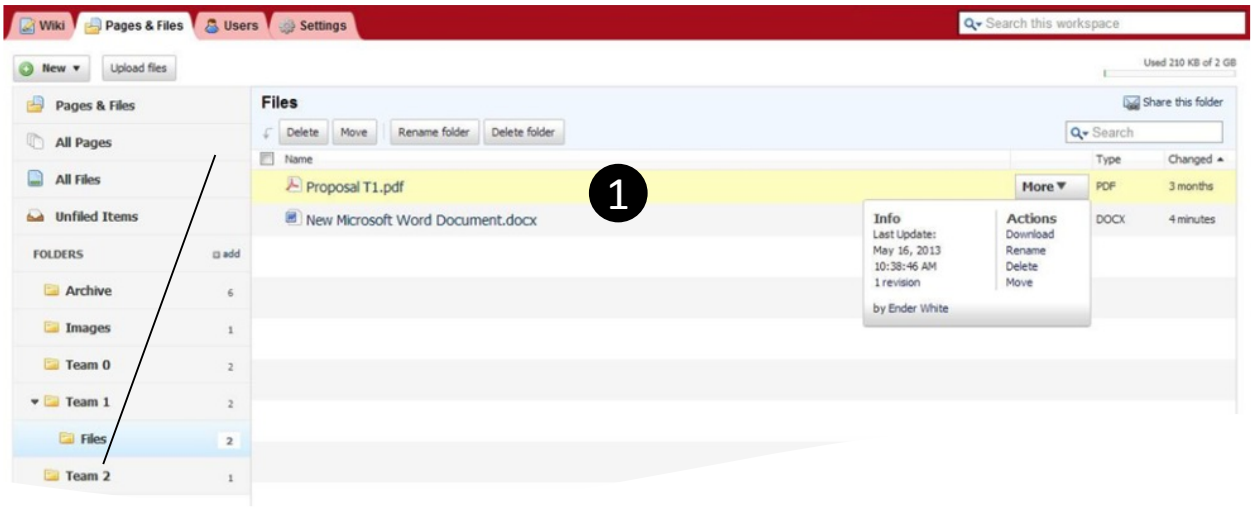

FIGURE 16: SHARING RESOURCE FOLDERS THROUGH THE FILE STRUCTURE

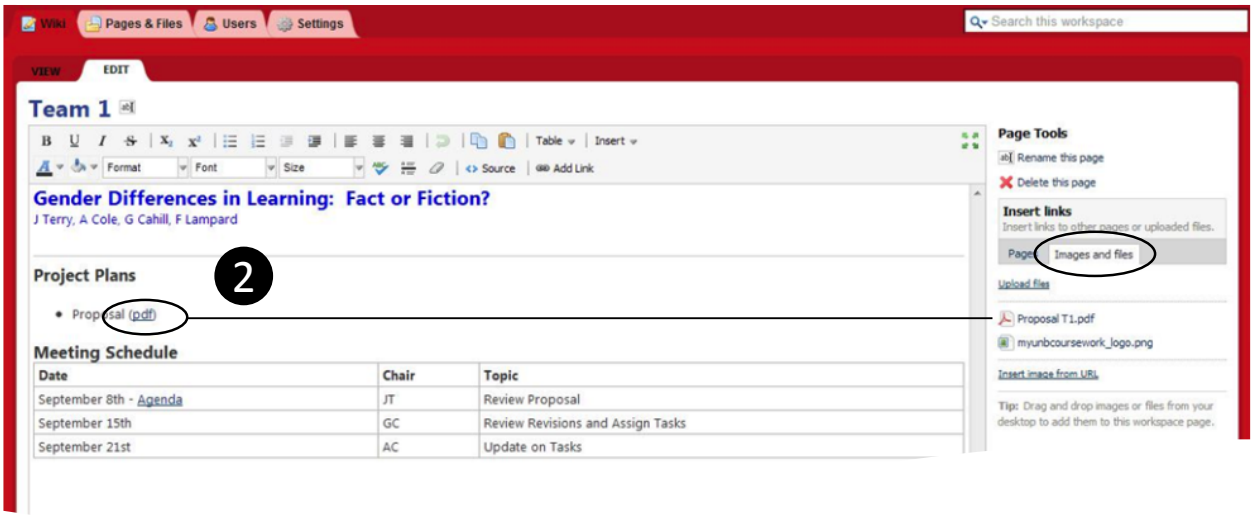

FIGURE 17: SHARING RESOURCE FILES THROUGH LINKS ON A WIKI PAGE

Uploading

You can simply drag-and-drop from your computer to the PBWorks folder to upload a file into the folder repository. You can use drag-and-drop to move files within the PBWorks folder repository also.

Downloading

Drag-and-drop does not work when you need to download a file from the PBWorks folder repository onto your computer. There are two ways you can do this:

- **Downloading directly from the Folder Repository:** In the folder repository select ***More*** beside the file you want to download. Then choose Download from the ***Actions*** menu. Your browser will download the file (see Figure 16).
- **Downloading from the Preview View:** Select the file you want to download from the folder repository. PBWorks will automatically display a wiki page view of the file. If PBWorks can interpret the file format (pdf for instance), it will display the content of the file in the wiki view. If it cannot interpret the file format (doc, docx, for instance), it will display a 'cannot display' message. Regardless, PBWorks provides a ***Download*** sub-tab which can be selected to download files of any format.

This completes our step-by-step look at the Free 'Basic' option features of PBWorks. The next section provides a quick look into what is possible with a moderate upgrade.

3.2 Using additional functions provided with a 'Classroom' PBWorks Site

By upgrading to the 'Classroom' Option in PBWorks, you gain some additional control over the look-and-feel of your workspace, and of user access rights. Here we describe some of the simple additions. Use the help provided directly from PBWorks to learn about the more complicated additions.

3.2-a Additional Look-and-feel Options

Figure 18 depicts the ***Settings*** Tab of a 'Classroom' option workspace. Note 1) the extra access to Customization in the ***Advanced Settings*** menu. Also note, within the customizations, that you have more control over 2) Comments, and 3) Page History, and 4) what displays in the right sidebar along with the ***Content Sidebar***. Finally, also note that 5) the choices for coloring have expanded, allowing for multiple colors (red and black in the example) and even allowing for a customized logo.

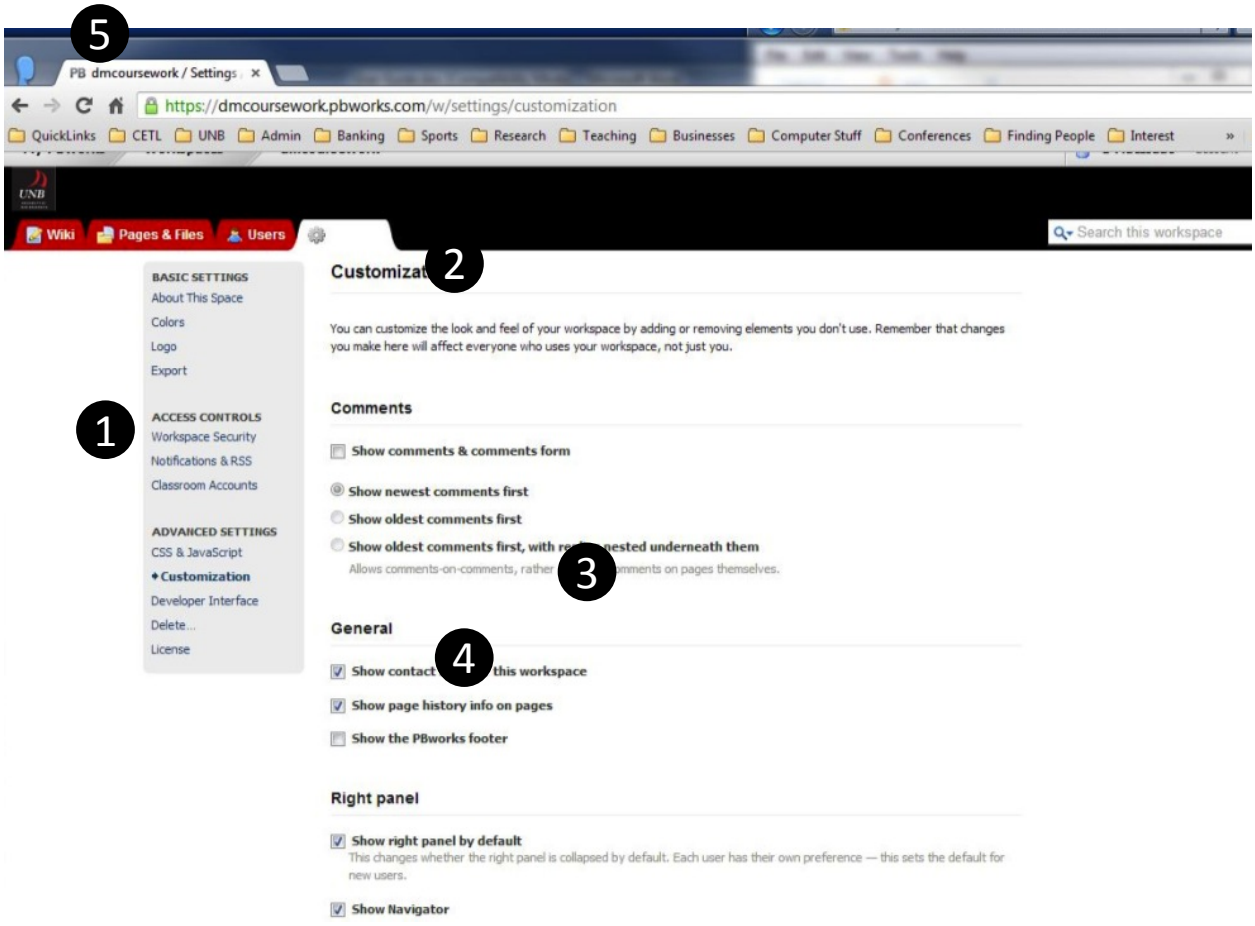

FIGURE 18: ADVANCED CUSTOMIZATION OPTIONS IN THE 'CLASSROOM' UPGRADE OF A WORKSPACE (❶ MORE CUSTOMIZATION IN THE ADVANCED SETTINGS ❷ MORE CONTROL OVER COMMENTS ❸ OPTIONS TO SHOW/HIDE PAGE HISTORY ❹ OPTIONS TO SHOW/HIDE THE RIGHT PANEL AND ITS COMPONENTS ❺ MORE COLORING OPTIONS, AND ABILITY TO INCLUDE A CUSTOM LOGO)

3.2-b Additional Access Control (Team specific access)

The most practical reason for upgrading to the 'Classroom' option in PBWorks is the additional control you are afforded with respect to users, and what they can access. In particular, you can 1) put users into groups, and 2) limit access to pages and files to certain groups and/or users.

Putting Users into Groups

Figure 19 depicts the ***Users*** Tab of a 'Classroom' option workspace. Note 1) the user who has yet to be put into a group, and 2) all the other users who are already in a group (Team 0 - Team 8). To assign a user to a team, use

the select a group… feature provided under each user's name in the upgraded workspace. You can change the group at any time simply by selecting the group name under the user and choosing an alternative:

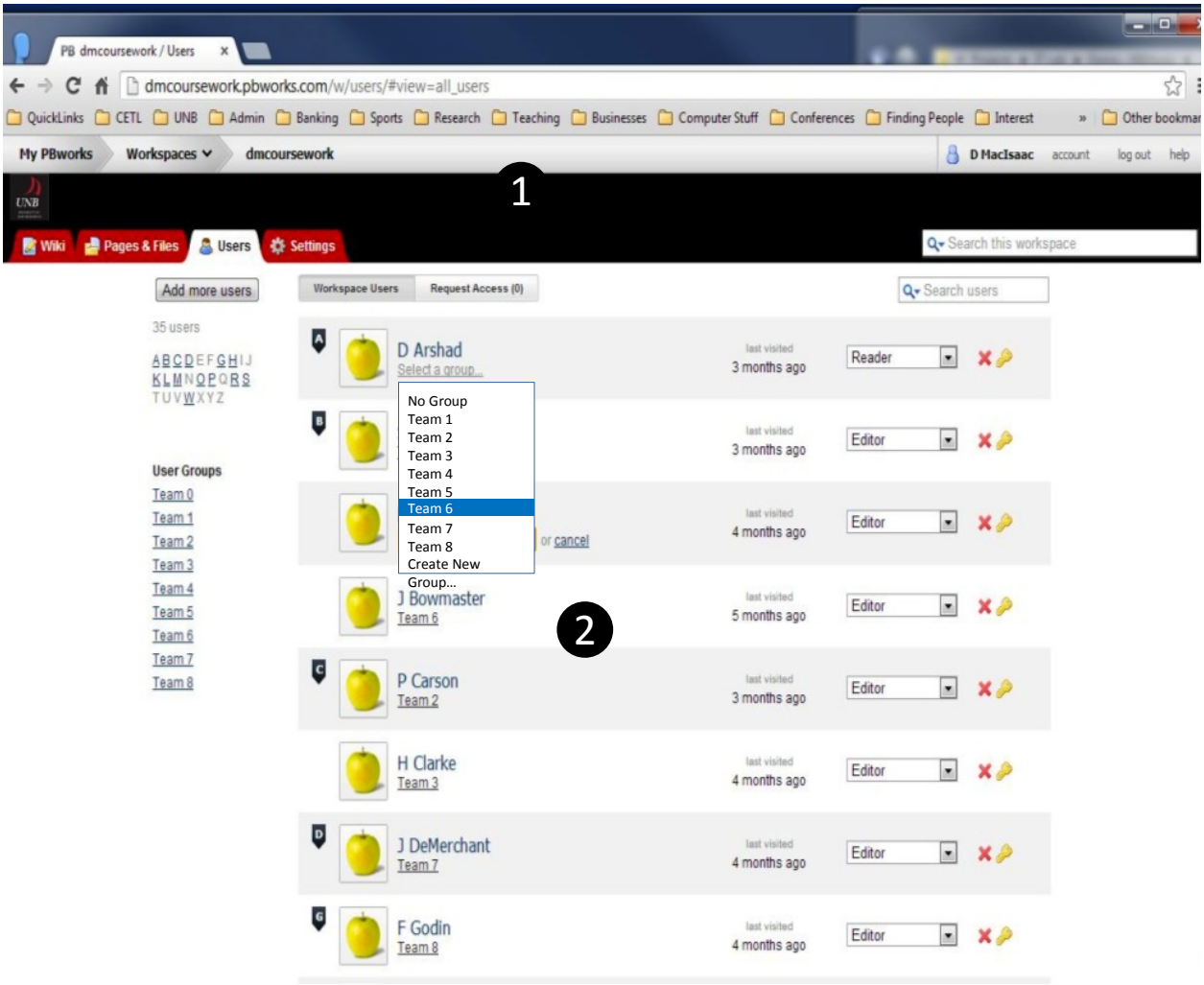

FIGURE 19: USER GROUPS (❶ A USER WHO NEEDS TO BE PUT IN A GROUP, ❷ USERS ALREADY ASSIGNED TO A GROUP)

Customizing Access

Figure 19 depicts the ***Pages & Files*** Tab of a 'Classroom' option workspace. Note 1) the ***Folder Security*** feature available with this upgrade. Only the administrator of the site has access to this feature. It allows the administrator to set access rights specifically for the pages and files saved in the folder being viewed ('Team 1 – Right to Water', in our example). The administrator always has access to all pages and files.

Select ***Folder Security***, to open a dialog box to specify roles on a 2) group-by-group, or 3) user-by-user basis for all the pages and files in this particular folder. Choose ***Add group*** or ***Add user***, to add specific users to the 4) list of members with folder access. From that list, specify a role for each listed user. PBWorks sets all unspecified users with no access, but this can also be changed if something else is more appropriate. In the example, since the folder belongs to Team 1, all members of Team 1 were given **Editor** roles. The user 'katy' was an instructor for the course, so she was also given an **Editor** role. Once all roles are specify, save the specifications. You can always access this dialog again later to change roles.

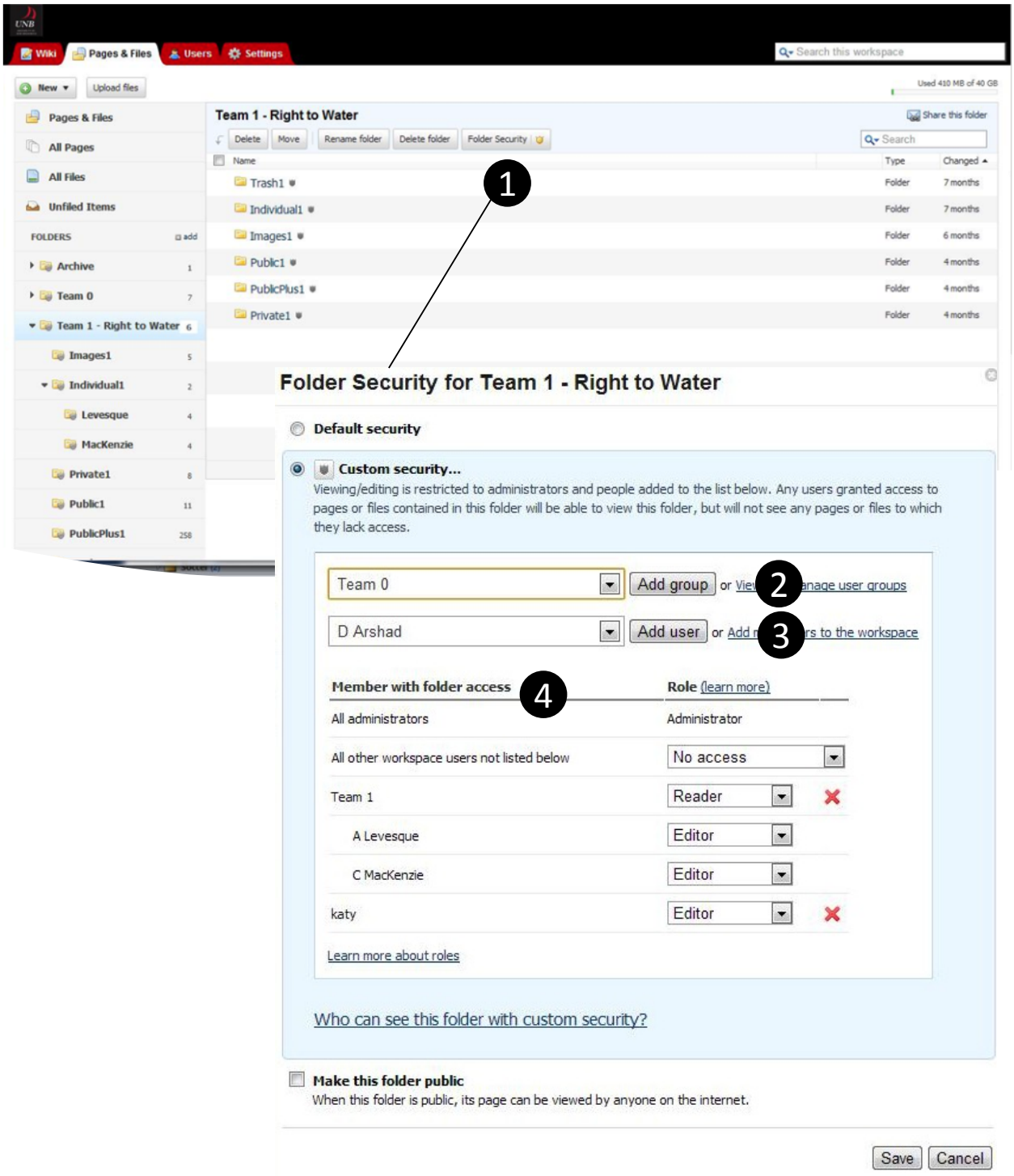

FIGURE 20: ASSIGNING USER AND FOLDER SPECIFIC ACCESS RIGHTS (❶ FOLDER SECURITY OPTION FOR ADMINISTRATORS WITH 'CLASSROOM' UPGRADE ❷ ADD ALL USERS IN A GROUP ❸ ADD A SPECIFIC USER ❹ SPECIFY ROLES FOR EACH USER WITH ACCESS)

In the example, the sub-folders listed in the team 1 folder are set up to adhere to an easy-to-understand security protocol. There are 4 levels of security in this protocol. You should consider creating a similar protocol if you plan to use PBWorks with varying access rights in your class:

- **LEVEL 1: (Individual)** – within this folder, each member of Team 1 has a folder and only that user and the instructors can access the contents of the folder. It can be used to share files and pages between instructors and that specific user only.
- **LEVEL 2: (Private)** – only Team 1 members and the instructors can access the contents of this folder. It can be used to share files and pages between instructors and that specific Team only.
- **LEVEL 3 (Public)** – Team 1 members and instructors all have Editor access to the contents of this folder. All other users (other students in the class), have Reader access to the contents of this folder. It can be used to share files and pages among students in the class, while limiting who can make changes to the files and pages.
- **LEVEL 4 (PublicPlus)** – All users (students in the class) and instructors have Editor access to the contents of this folder. It can be used to share files and pages among students in the class, whithout limiting who can make changes to the files and pages.

This completes our step-by-step look at the Upgraded 'Classroom' option features of PBWorks.

4 QUICK TIPS

NOTE: Setting limited access rights requires an upgrade from the free 'Basic' option to the ~$100 'Classroom' option of PBWorks

Creating a new page in the workspace: In the right sidebar choose the option to ***Create a page*** and follow the dialog instructions - Provide a name for the page, and a choose a folder to store it. If you don't provide a link to it from another page in the workspace, you will have to open it by selecting it from the folder repository through the ***Pages & Files*** tab. Once you open it, you can edit it.

Editing a page in the workspace: Choose the ***Edit*** sub-tab for the page you want to edit. Then use the wiki editor to make the changes and save them. Only users with **Writer** or **Editor** roles can access the ***Edit*** sub-tab. Also, if you don't provide a link to it from another page in the workspace, to access the ***Edit*** sub-tab for the page, select the page from the folder repository through the ***Pages & Files*** tab. Once you select it, you can edit it.

Adding a link to another page in the workspace: In the wiki editor view, choose a page from the list of pages in the ***Insert Links*** bar in the right sidebar. A link to the page will be inserted on your page wherever your curser is placed. By default, PBWorks uses the page name for the link text. You can change that later simply by editing the text.

Adding a link to a resource file stored in the workspace: In the wiki editor view, choose a file from the list of images and files in the ***Insert Links*** bar in the right sidebar. A link to the file will be inserted on your page wherever your curser is placed. By default, PBWorks uses the file name for the link text. You can change that later simply by editing the text.

Adding a link to a web page outside the workspace: In the wiki editor view, type the link text where you want to insert the link within the page. Then, choose to insert al link to a new page from the ***Insert Links*** bar in the right sidebar. Then, in the prompt, enter the URL of the web page.

Editing the Content Sidebar: **Administrator**s have the option to edit the ***Content Sidebar*** through a link to the wiki editor at the bottom of the bar.

Uploading files (from your computer to the workspace): From within the ***Pages & Files*** tab, navigate to the folder where you want to put the new file. Then drag-and drop the file from your computer to the PBWorks folder.

Downloading files (from the workspace to your computer): From within the ***Pages & Files*** tab, select the file you want to download from the folder in the workspace. PBWorks will display the contents as a wiki page (or display an error message stating it cannot be displayed). PBWorks will also provide a ***Download*** Tab which you can select to download the file. The file will be downloaded into the folder on your computer as specified by your browser.

Creating Usernames and Passwords: From the ***Users*** tab, choose ***Add Users***. Only **Administrators** have access to this option. Then choose create accounts for your students and follow the 4 step procedure. Usernames and Passwords will be automatically supplied for each student you enter, and you will be provided with a list ready to save or print. You can complete this process as many times as you want. **NOTE: Removing users is not well conditioned in PBWorks.**